

DEPARTMENT OF ADMINISTRATION & FINANCIAL SERVICES

POLICY ON THE MAINTENANCE OF TEMPERATURES IN STATE EMPLOYEE OCCUPIED FACILITIES

The manager of each office occupied by State employees shall work with the building owner and the Bureau of General Services to maintain comfortable, healthful, and economic temperature levels in that space. Procedures and requirements are as follows:

1. The Bureau of General Services shall establish appropriate temperature levels for State employee occupied office spaces by season within the limits of this policy.

2. The standard temperature setting for state-owned buildings shall be 68°F for normal cold weather. Should complaints arise, the Bureau shall evaluate the problems to determine the specific areas of the building affected and the potential health or comfort impact, if any. Such evaluation shall consider the difficulty of balancing temperatures in large spaces which are affected by gain or uneven patterns.

3. The Bureau of General Services will coordinate corrective actions with the building owner and affected office manager.

4. After consultation with the Bureau of General Services and any employee representatives in the affected space, the Department(s) involved shall arrange for employees affected by temperature extremes to be moved from the area of impact or given administrative leave until the problem is corrected. It is recognized that employees in safety related positions and employees unable to function in critical positions without equipment that cannot be moved may be exempted from this policy.

5. Action to implement the above stated policy shall be taken when the temperature in an employee occupied space, as measured at the employee's work station:

- a. falls to 60 degrees F or below for one hour or longer, or
- b. falls to 65 degrees F or below for a period of four hours or longer, or
- c. rises to 93 degrees F at 40% humidity or an equivalent combination of temperature and humidity as set forth on the heat index chart which accompanies this policy.

Heat Stress Policy Chart

